



## MINUTES OF THE OCCUPANCY TAX BOARD MEETING

Tuesday, February 21, 2017

Regular Meeting 2:30 P.M.

**CALL TO ORDER AND WELCOME** – The regular meeting of the Occupancy Tax Board was called to order at 2:30 p.m. by Chairperson Jim Fielding.

### **ROLL CALL**

Members Present: Chairperson-Jim Fielding, Vice-Chair- Josh Ragsdale, Kerry Moore

Members Absent: Jill Cleveland

Three members of the board were present representing a quorum.

Staff Present: Janice Self, Lodgers' Tax Liaison; Juanita N. Jennings, Director of Public Affairs

Others Present: Rick Navarrette (Roswell Kick It 3v3 Soccer Tournament), Lisa Dunlap (Roswell Daily Record)

**APPROVAL OF AGENDA** – Mr. Ragsdale motioned to approve the agenda. Ms. Moore seconded the motion. A voice vote was unanimous (3-0) and the motion passed; Ms. Cleveland was absent.

**APPROVAL OF MINUTES** – Mr. Ragsdale motioned to approve the minutes from the January 24, 2017 Occupancy Tax Board meeting. Ms. Moore seconded the motion. A voice vote was unanimous (3-0) and the motion passed; Ms. Cleveland was absent.

**PUBLIC COMMENTS** - None

### **REGULAR ITEMS (Action Items):**

#### **3. Lodgers' Tax Request – Roswell Galacticon 2017 (June 29-July 2, 2017)**

No representative was present to present the request for \$36,150.00 (Thirty-six thousand one hundred fifty dollars). Ms. Self informed the Board that Mr. Trever was notified of the date and time of the meeting and reminded the members the application could be reviewed as written, tabled or denied. The Board discussed to review the application as written. Mr. Fielding motioned to recommend to the Finance Committee to fund the 2017 Roswell Galacticon in the amount of up to \$36,150.00 (thirty-six thousand one hundred fifty dollars) for eligible Lodgers' Tax expenses at 100% through an advance basis of funding per a contract agreement between the City of Roswell and the 2017 Roswell Galacticon. Mr. Ragsdale seconded the motion. In discussion there was questions concerning the amount which the Occupancy Tax Board budgeted and the amounts which the Finance Committee recommended and the amounts the City Council has awarded. Mr. Ragsdale made a friendly amendment to the motion to recommend \$25,000 (twenty-five thousand dollars), the amount originally allotted for this event. Mr. Fielding accepted the friendly amendment. The motion was restated by Chairperson Fielding. Ms. Self asked during the restating of the motion if the

Board wanted to include a request to move funding from the Special Events line to cover or request the Finance Committee to fund the additional (\$1,294) needed to cover the original allotted amount from the Lodgers' Tax fund balance. Members discussed that the additional should be made available from the Lodgers' Tax fund balance by Finance Committee. To restate the motion is as follows: motion to recommend to the Finance Committee to fund the 2017 Roswell Galacticon in the amount of up to \$25,000 (twenty-five thousand dollars) for eligible Lodgers' Tax expenses at 100% through and advance basis of funding per a contract agreement between the City of Roswell and the 2017 Roswell Galacticon with the difference (\$1,294) between the amount in the line item balance and the \$25,000 be funded from the Lodgers' Tax fund balance. A voice vote was unanimous (3-0) and the motion passed; Ms. Cleveland was absent.

**4. Lodgers' Tax Request – Roswell Kick It 3v3 Soccer Tournament (June 23-24, 2017)**

Mr. Rick Navarrette was there to present the request for \$3,462.50 (three thousand four hundred sixty-two dollars and fifty cents). Mr. Navarrette informed the Board that the event is going to adjust it's marketing to more "out of town" advertising. The event wishes to focus more in the West Texas area of Lubbock and Midland. The event is estimating at least 100 teams but believe there will be more. Ms. Moore made the motion to recommend to the Finance Committee that Lodgers' Tax, in the amount of up to \$1,500.00 (one thousand five hundred dollars) on a reimbursement basis at 50% for eligible expenses be provided for this purpose. Mr. Ragsdale seconded the motion. After restating the motion a voice vote was unanimous (3-0) and the motion passed; Ms. Cleveland was absent.

All attendees were informed that the date for the Finance Committee meeting has been set for Thursday, March 2, 2017 at 8:00 a.m. Ms. Self will inform 2017 Roswell Galacticon of the meeting results and the Finance Committee meeting.

**Other Business / Non-Action Items / Information Items / Reports (Non-Action Items):**

**5. Event Status update:**

Ms. Self informed members that all of the FY 2016 events have been completed and paid out and the report shows only the FY 2017 events. There were no questions.

**6. 2<sup>nd</sup> Quarter Lodgers' Tax DFA report:**

Ms. Self informed members that the 2<sup>nd</sup> Quarter of the Lodger Tax DFA has been completed and submitted to the State. Ms. Self explained the report. There were no questions.

**ADJOURN**

Mr. Fielding asked if there was any other business,

Ms. Self requested that in light of Ms. Gerdt's resignation to please inform anyone that the position for a lodging facility person is available. The applicant will need to go online to the website [www.roswell-nm.gov](http://www.roswell-nm.gov) to download the application and submit the completed application to the City Clerk's office.

Ms. Self also informed the Board of her resignation as of March 10, 2017.

Mr. Fielding asked if there was any more business, being none Mr. Fielding requested a motion for adjournment.

Ms. Moore made the motion to adjourn and Mr. Ragsdale seconded the motion. A voice vote was unanimous (3-0) and the motion passed; Mr. Cleveland was absent.

Mr. Fielding stated that the next scheduled meeting of the Occupancy Tax Board is March 28, 2017.

The meeting was adjourned at 2:55 p.m.

Minutes submitted for approval by Janice Self.

A copy of the written update presented and/or the Lodgers' Tax DFA report may be requested through the City Clerk's office.